



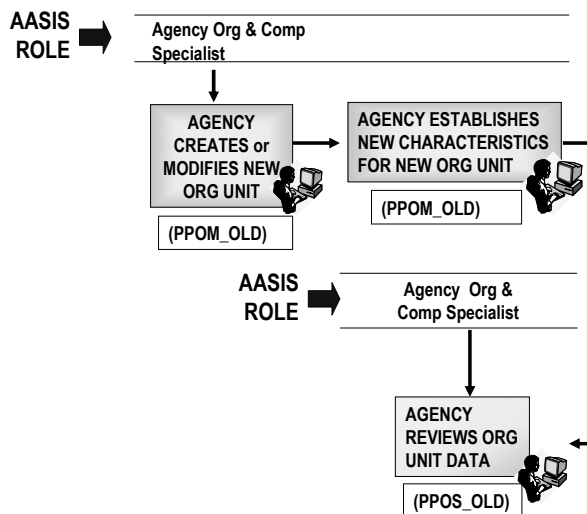
HRORG

Organizational Management

Chapter 2 – Organizational Structure

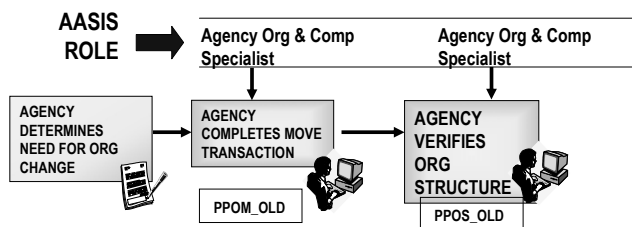


Create/Modify Organizational Unit





Move Position within Agency Org Structure





Exercise Scenario #1

- A new organizational unit has been formed within your agency. Create a new Organizational Unit called Policy and Procedure . Reassign one position into this organizational unit.





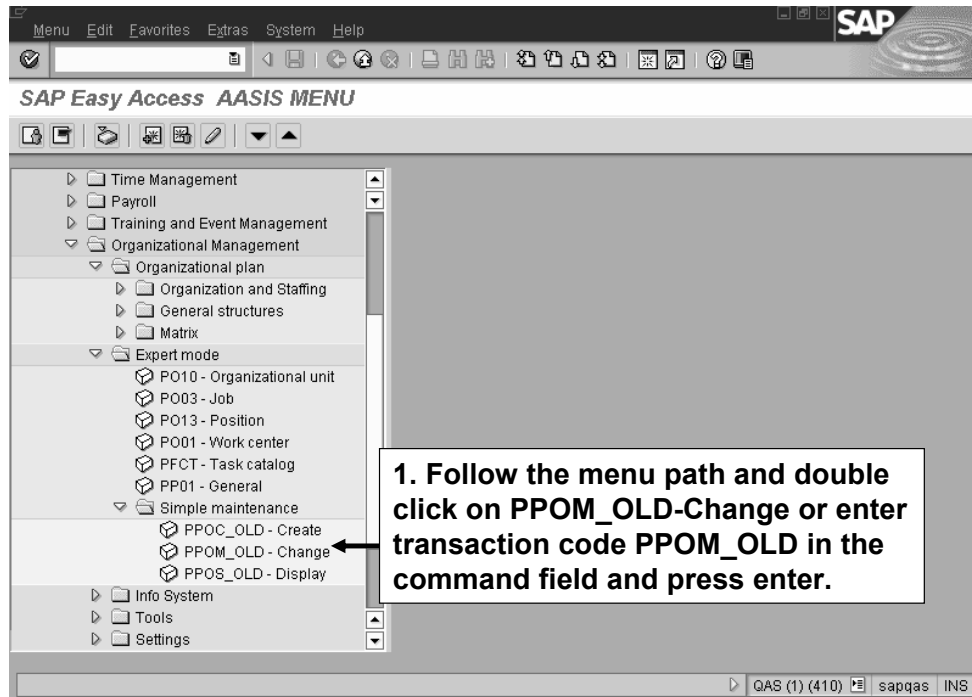
Demonstration #1

Organizational Plan / Change

Human Resources > Organizational Management > Expert Mode > Simple Maintenance > Change (PPOM_OLD)



Note: Never delimit a subordinate organizational unit with existing positions in it without first re-assigning it to another valid organizational unit.

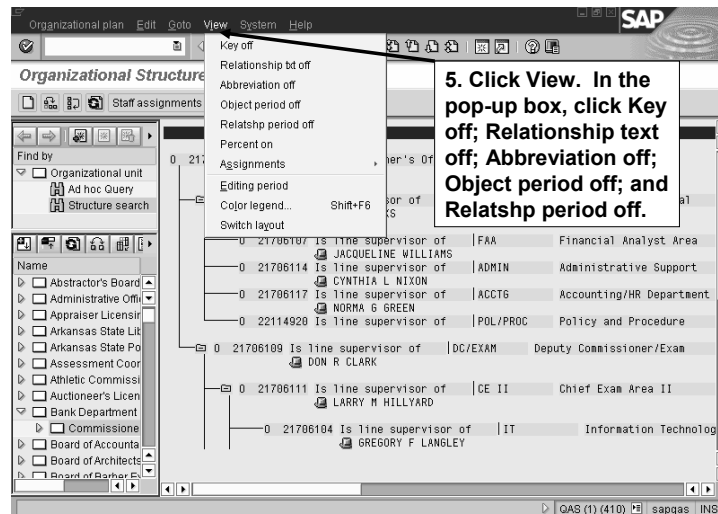




The screenshot shows the SAP 'Organizational Plan / Change' interface. It includes a menu bar (Organizational plan, Edit, Goto, Settings), a search bar, and a list of organizational units. A callout box labeled '2. Enter Org Unit or click on the drop down to select from the designated pop-up screen.' points to the 'Organizational unit' field, which contains '21706110' and 'COMMISH Commissioner's Office'. Another callout box labeled '3. Enter validity dates for the new organizational plan.' points to the validity date range '04/21/2003 to 12/31/9999'. A third callout box labeled '4. Click Change.' points to the 'Change' button in the top toolbar. The left sidebar shows a tree view of organizational units, and the right pane shows the 'View' options (Basic data, Overall view, Human resources view, Reporting structure, Account assignment, Further attributes).

Note: The editing period will reflect the effective date of the changes made to the organizational plan.

- To create a new Organizational Unit, only complete steps 1 thru 14.
- To reassign a position to a different organizational unit, complete steps 1 thru 5. Then skip to step 15 and complete thru step 28.



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Under the 'View' option select the following:

Key off – this will display the object code "O" and object id #

Relationship text off – this turns on the description of the relationship between the lower subordinate objects to the superior objects.

Abbreviation off – this will display the 4 digit job code.

Object period off – this will display the effective period that the object was established.

Relationship (relationship) period off – this will display the effective period of the object and the immediate superior object. For history you will see all relationship dates for PA actions and for saved Organization Assignment infotype 0001. If you do not want the history (which will reflect employees several times) use a current date.

Editing period – this displays history. By using a current date, history will not be reflected.



Organizational plan Edit Goto View System Help

Organizational Structure / Chart

Find by 0 21706110 CO

7. Click Create.

6. Select the superior Org Unit in which the new Org Unit will be created under.

0 21706108 Is line supervisor of DC/LEGAL Deputy Commissioner/Legal
CANDACE FRANKS

0 21706107 Is line supervisor of FAA Financial Analyst Area
JACQUELINE WILLIAMS

0 21706114 Is line supervisor of ADMIN Administrative Support
CYNTHIA L NIXON

0 21706117 Is line supervisor of ACCTG Accounting/HR Department
NORMA G GREEN

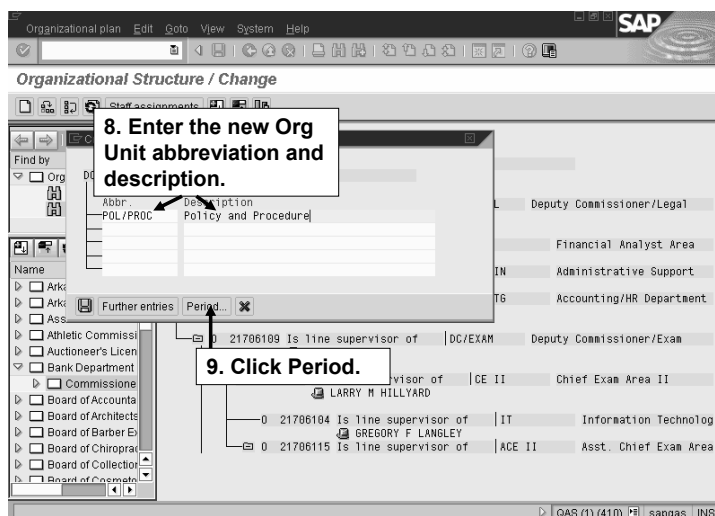
0 21706109 Is line supervisor of DC/EXAM Deputy Commissioner/Exam
DON R CLARK

0 21706111 Is line supervisor of CE II Chief Exam Area II
LARRY M HILLYARD

0 21706104 Is line supervisor of IT Information Technology
GREGORY F LANGLEY

0 21706115 Is line supervisor of ACE II Asst. Chief Exam Area
GREGORY F LANGLEY

QAS (1) (410) sapqas INS





Organizational plan Edit Goto View System Help

Organizational Structure / Change

Staff assignments

Create organizational units

Find by

Org DC/LEGAL Deputy Commissioner/Legal

Abbr. Description

POL/PROC Policy and Procedure

Name

Further entries Period...

Validity Period

Organizational unit

04/21/2003 - 12/31/9999

Link text strings

04/21/2003 - 12/31/9999

13. Click Save.

12. Click to Continue.

11. Enter the effective dates of the change. These dates must be the same.

QAS (1) (410) sapqas INS



Organizational plan Edit Goto View System Help

Organizational Structure / Change

Staff assignments

Find by

- ☐ Organizational unit
- ☐ Ad hoc Query
- ☐ Structure search

Name

- ☐ Arkansas State Lit
- ☐ Arkansas State Po
- ☐ Assessment Coord
- ☐ Athletic Commissi
- ☐ Auctioneer's Licens
- ☐ Bank Department
- ☐ Commission
- ☐ Board of Accounta
- ☐ Board of Architects
- ☐ Board of Barber Es
- ☐ Board of Chiroprac
- ☐ Board of Cosmetolo

0 21706110 COMMISSH Commissioner's Office

- 0 21706108 Is line supervisor of DC/LEGAL Deputy Commissioner/Legal
CANDACE FRANKS
- 0 21706107 Is line supervisor of FAA Financial Analyst Area
JACQUELINE WILLIAMS
- 0 21706114 Is line supervisor of ADMIN Administrative Support
CYNTHIA L NIXON
- 0 21706117 Is line supervisor of ACCTG Accounting/HR Departmen
NORMA G GREEN
- 0 22114920 Is line supervisor of POL/PROC Policy and Procedure
- 0 21706109 Is line supervisor of DC/EXAM Deputy Commissioner/Exam
DON R CLARK
- 0 21706111 Is line supervy Exam Area II
LARRY M HILL
- 0 21706104 Is line sup Information Technol
GREGORY

14. View the new organizational unit.

QAS (1) (410) sapqas INS



Organizational plan Edit Goto View System Help

Organizational Structure / Change

Staff assignments

16. Click Staff assignments.

Find by
Organizational unit
Ad hoc Query
Structure search

0 21706110 COMMISH Commissioner's Office

0 21706108 Is line supervisor of DC/LEGAL Deputy Commissioner/Legal
CANDACE FRANKS

0 21706107 Is line supervisor of FAA Financial Analyst Area
JACQUELINE WILLIAMS

0 21706114 Is line supervisor of ADMIN Administrative Support
CYNTHIA L NIXON

0 21706117 Is line supervisor of ACCTG Accounting/HR Departmen
NORMA G GREEN

0 22114920 Is line supervisor of POL/PROC Policy and Procedure

0 21706109 Is line supervisor of DC/EXAM Deputy Commissioner/Exam
DON R CLARK

15. Highlight the top level organizational unit.

CE II Chief Exam Area II

GREGORY F LANGLEY of IT Information Technol

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Organizational plan Edit Goto View System Help

Staff Assignments / Change

Positions... Assign holder... Task profile

Find by
☐ Organizational unit
☐ Ad hoc Query
☐ Structure search

17. Click Expand. This will open all organizational units and positions.

19. Click Move.

18. Highlight position to be moved and/or reassigned.

0 21706110 COMMISS Commissioner's Office

0 21706108 Is line supervisor of DC/LEGAL Deputy Commissioner/Legal
CANDACE FRANKS

S 22088777 Incorporates 7347 BANK ASSISTANT COMMISS
0 21706107 Is line supervisor of FRA Financial Analyst Area
JACQUELINE WILLIAMS

0 21706114 Is line supervisor of ADMIN Administrative Support
CYNTHIA L NIXON

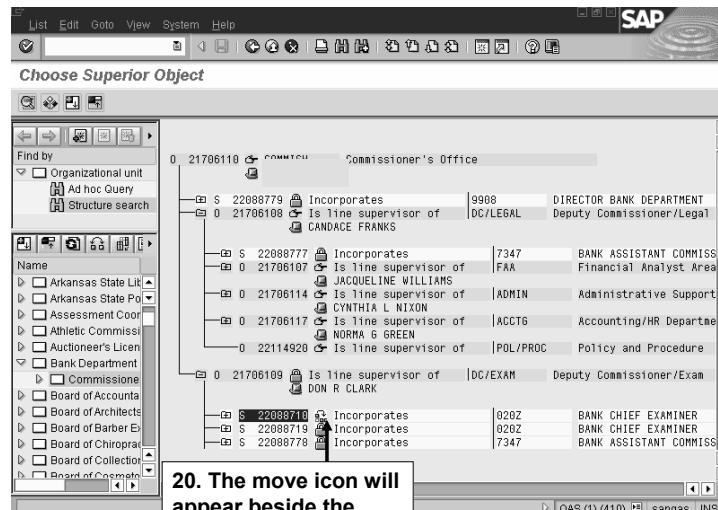
0 21706117 Is line supervisor of ACCTG Accounting/HR Department
NORMA G GREEN

0 22114920 Is line supervisor of POL/PROC Policy and Procedure

0 21706109 Is line supervisor of DC/EXAM Deputy Commissioner/Exam
DON R CLARK

S 22088710 Incorporates 0202 BANK CHIEF EXAMINER
S 22088719 Incorporates 0202 BANK CHIEF EXAMINER
S 22088778 Incorporates 7347 BANK ASSISTANT COMMISS

QAS (1) (410) sapqas INS



20. The move icon will appear beside the position.



Choose Superior Object

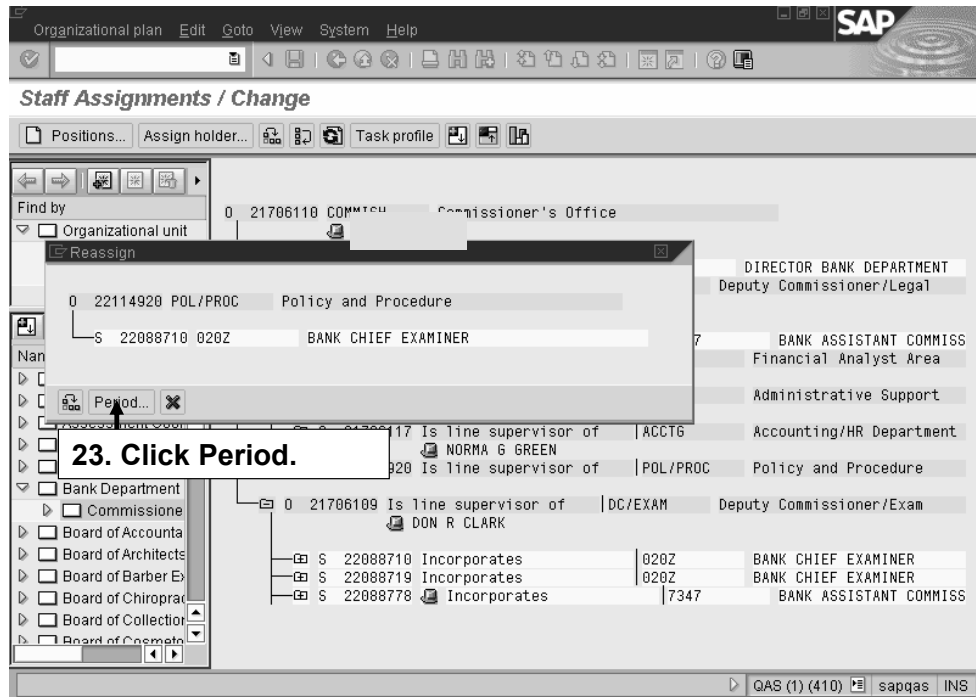
22. Click Choose.

21. Highlight the superior org unit that the position needs to be moved to.

COMMISH Commissioner's Office

Name	Relationship	Superior Org Unit	Position
S 22088774	Incorporates	9908	DIRECTOR BANK DEPARTMENT
0 21706108	Is line supervisor of	DC/LEGAL	Deputy Commissioner/Legal
			CANDACE FRANKS
S 22088777	Incorporates	7347	BANK ASSISTANT COMMISS
0 21706107	Is line supervisor of	FAA	Financial Analyst Area
			JACQUELINE WILLIAMS
0 21706114	Is line supervisor of	ADMIN	Administrative Support
			CYNTHIA L NIXON
0 21706117	Is line supervisor of	ACCTG	Accounting/HR Departme
			NORMA G GREEN
0 22114920	Is line supervisor of	POL/PROC	Policy and Procedure
			DON R CLARK
0 21706109	Is line supervisor of	DC/EXAM	Deputy Commissioner/Exam
			020Z
			020Z
			7347
			BANK CHIEF EXAMINER
			BANK CHIEF EXAMINER
			BANK ASSISTANT COMMISS

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The screenshot shows the SAP 'Staff Assignments / Change' interface. The top menu bar includes 'Organizational plan', 'Edit', 'Goto', 'View', 'System', and 'Help'. The title bar reads 'Staff Assignments / Change'. Below the title bar are buttons for 'Positions...', 'Assign holder...', 'Task profile', and a printer icon. The main area is divided into a left sidebar with a tree view and a central workspace. The tree view shows a hierarchy starting with 'Organizational unit' and 'Reassign'. The central workspace displays details for a specific assignment, including 'Find by' (0 21706110 COMMISH Commissioner's Office), 'Validity Period' (04/21/2003 - 12/31/9999), and a list of positions. Three callout boxes provide instructions: 1. A note box says 'Note: Verify that this is the superior org unit you selected.' 2. A box labeled '25. Click Continue.' points to the 'Continue' button. 3. A box labeled '24. If necessary, change the effective dates. This will be the date the new org unit is to be established.' points to the 'Validity Period' field.

Note: Verify that this is the superior org unit you selected.

25. Click Continue.

24. If necessary, change the effective dates. This will be the date the new org unit is to be established.



Organizational plan Edit Goto View System Help

Staff Assignments / Change

Positions... Assign holder... Task profile

Find by 0 21706110 COMMISSIONER'S Office

Organizational unit

Reassign

0 22114920 POL/PROC Policy and Procedure

S 22088710 020Z BANK CHIEF EXAMINER

Period...

26. Click Reassign.

21706117 Is line supervisor of ACCT6 Accounting/HR Departmen

NORMA G GREEN

22114920 Is line supervisor of POL/PROC Policy and Procedure

0 21706109 Is line supervisor of DC/EXAM Deputy Commissioner/Exam

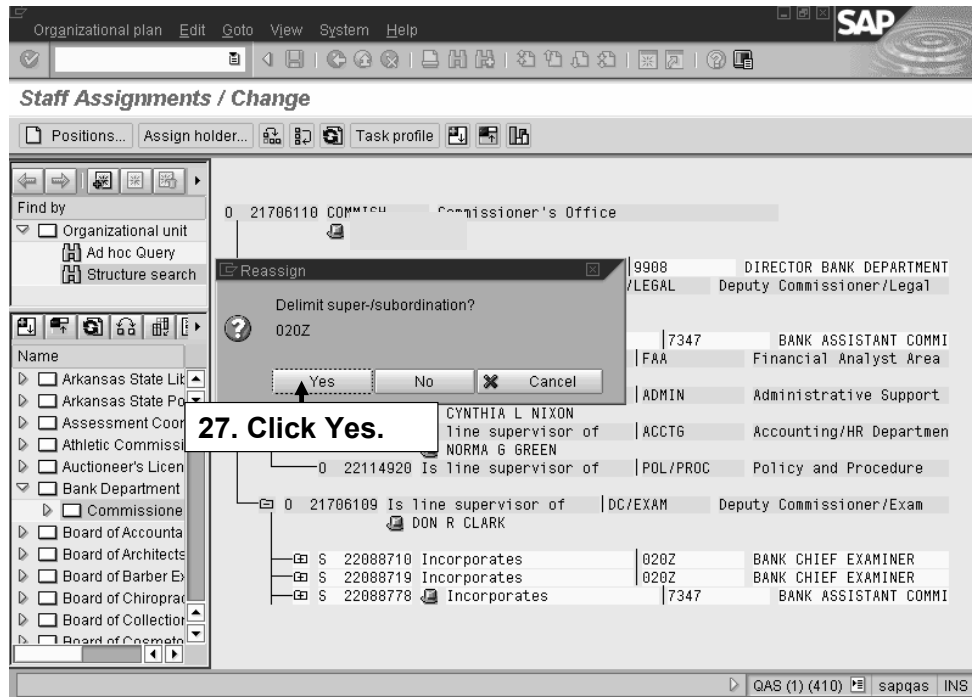
DON R CLARK

S 22088710 Incorporates 020Z BANK CHIEF EXAMINER

S 22088719 Incorporates 020Z BANK CHIEF EXAMINER

S 22088778 Incorporates 7347 BANK ASSISTANT COMMI

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Note: If the position is being moved to a different organizational unit and the position is going to report to a new supervisor, then select 'Yes'. If the position is being moved to a different organizational unit but will report to the same supervisor, then select 'No'.



Organizational plan Edit Goto View System Help

Staff Assignments / Change

Positions... Assign holder... Task profile

Find by

- ☐ Organizational unit
- ☐ Ad hoc Query
- ☐ Structure search

Name

- ☐ Arkansas State Lik
- ☐ Arkansas State Po
- ☐ Assessment Coor
- ☐ Athletic Commissi
- ☐ Auctioneer's Licen
- ☒ Bank Department
 - ☐ Commissione
- ☐ Board of Accounta
- ☐ Board of Architects
- ☐ Board of Barber E
- ☐ Board of Chiroprac
- ☐ Board of Collection
- ☐ Board of Cosmeto

0 21706110 COMMISH Commissioner's Office

- S 22088779 Incorporates 9908 DIRECTOR BANK DEPARTMENT
- 0 21706108 Is line supervisor of DC/LEGAL Deputy Commissioner/Legal
 - CANDACE FRANKS
- S 22088777 Incorporates 7347 BANK ASSISTANT COMMI
- 0 21706107 Is line supervisor of FAA Financial Analyst Area
 - JACQUELINE WILLIAMS
- 0 21706114 Is line supervisor of ADMIN Administrative Support
 - CYNTHIA L NIXON
- 0 21706117 Is line supervisor of ACCT6 Accounting/HR Departmen
 - NORMA G GREEN
- 0 22114920 Is line supervisor of POL/PROC Policy and Procedure
 - S 22088710 Incorporates 020Z BANK CHIEF EXAMINER
- 0 21706109 Is line supervisor of Commissioner/Exam
 - S 22088719 Incorporates BANK CHIEF EXAMINER

28. View the position that was moved.

Record changed QAS (1) (410) sapqas INS



Exercise Scenario #2

- A new organizational unit has been formed within your agency. View the new Organizational Plan.



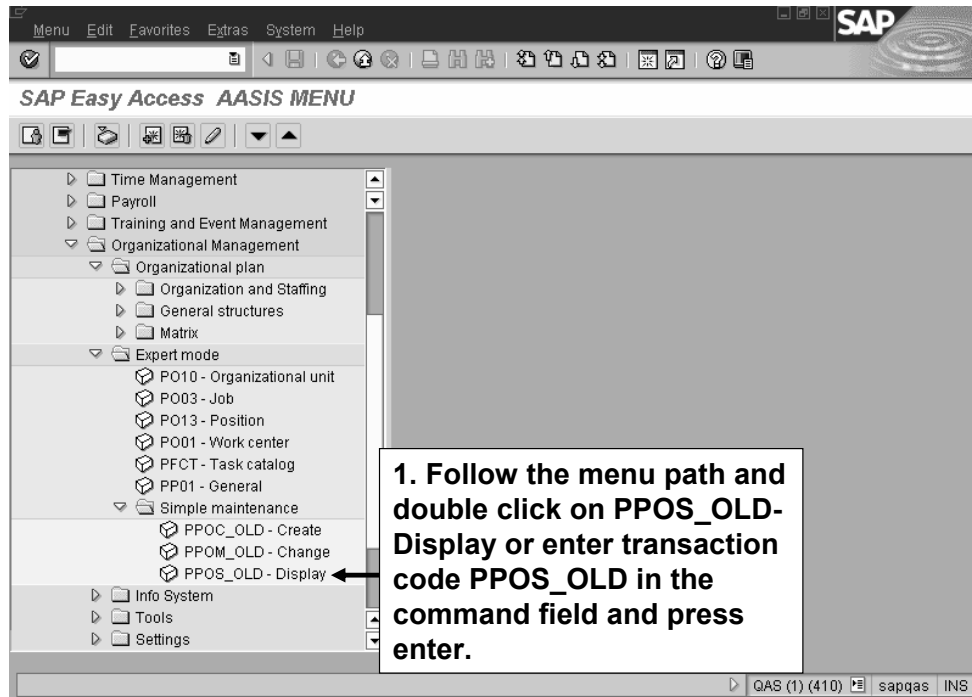


Demonstration

Organizational Plan / Display

Human Resources > Organizational Management > Expert
Mode > Simple Maintenance > Display (PPOS_OLD)







The screenshot shows the SAP 'Organizational Plan / Display' interface. The top menu bar includes 'Organizational plan', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into several sections:

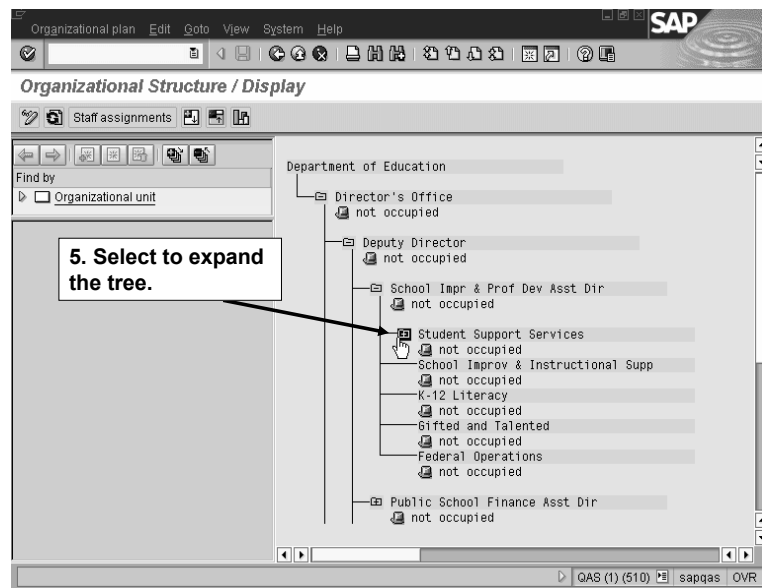
- Find by:** A dropdown menu with 'Organizational unit' selected.
- Organizational unit:** A text field containing '21690500' and a magnifying glass icon.
- Description:** A text field containing 'Department of Education'.
- Editing period:** Two date fields, the first containing '03/26/2001' and the second containing '12/31/9999'.
- View:** A list of radio buttons with 'Basic data' selected. Other options include 'Overall view', 'Human resources view', 'Reporting structure', 'Account assignment', and 'Further attributes'.

Four numbered callouts are present:

2. Enter Org Unit or click on drop-down to select from designated pop-up screen. (Points to the 'Organizational unit' field)
3. Enter an editing period. Note: This is a specific time frame you want to view. (Points to the 'Editing period' fields)
4. Click Display. (Points to the 'Find by' dropdown)

At the bottom right, there is a status bar with the text 'QAS (1) (510) sapqas OVR'.

Note: If you want to display all information for the organizational unit, enter '01/01/1900' in the 'Editing period' from field and '12/31/9999' in the 'to' field.



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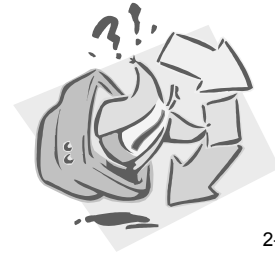
Note: The red hat indicates the Chief position for a specific organizational unit.

- To view all positions, Click 'Staff Assignments'. Then click expand to get the employees in the positions.
- To view all cost centers and cost distributions, select Goto>Account Assignment>and then click expand.



Exercise Scenario #3

- Your agency has decided to rename an Organizational unit. Follow the demonstration and rename the Organizational unit.



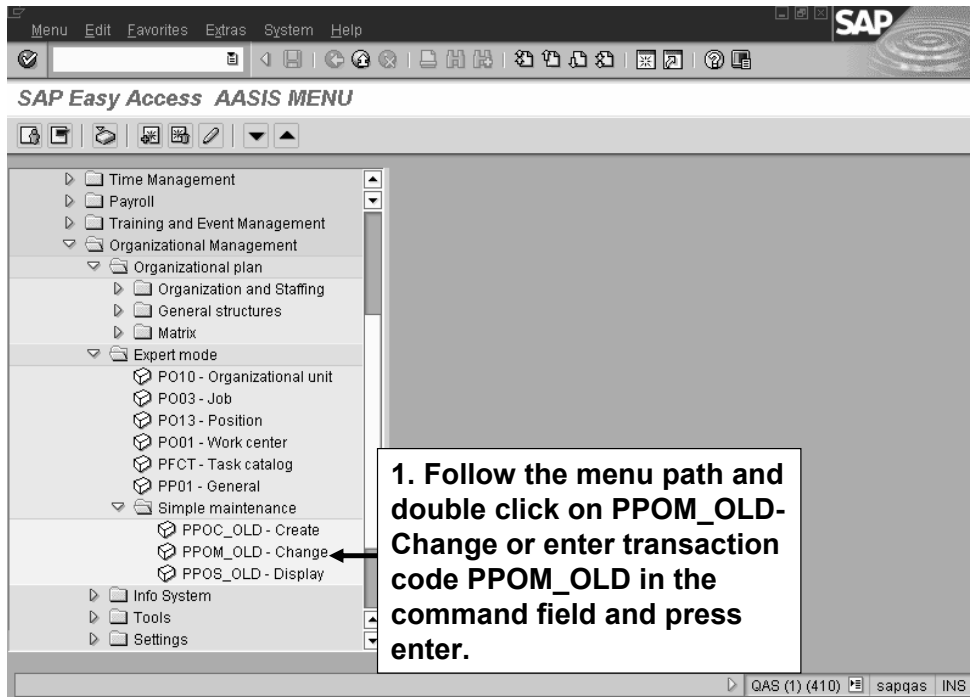


Demonstration

Rename an Organizational Unit

Human Resources > Organizational Management > Expert
Mode > Simple Maintenance > Display (PPOM_OLD)





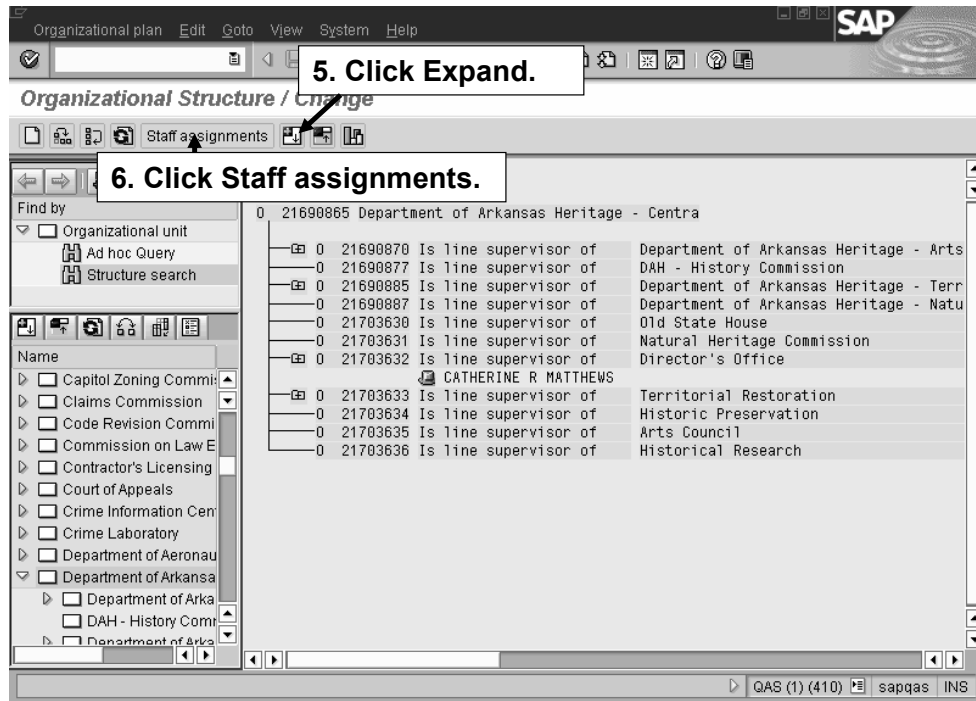


The screenshot shows the SAP 'Organizational Plan / Change' interface. The title bar includes 'Organizational plan', 'Edit', 'Goto', and 'Settings'. The main window has a left-hand pane with a 'Find by' dropdown set to 'Organizational unit' and a list of organizational units. The main area contains fields for 'Organizational unit', 'Description', and 'period' (with dates '05/11/2003' and '12/31/9999'). A 'View' section on the right offers options: 'Basic data' (selected), 'Overall view', 'Human resources view', 'Reporting structure', 'Account assignment', and 'Further attributes'. A status bar at the bottom shows 'QAS (1) (410)', 'sapqas', and 'INS'.

2. Enter Org Unit or click on the drop down to select from the designated pop-up screen.

4. Click Change.

3. Enter validity dates for the organizational unit changes.





Organizational plan Edit Goto View System Help

Staff Assignments / Change

Positions... Assign holder... Task profile

Find by

- ☐ Organizational unit
- ☐ Ad hoc Query
- ☐ Structure search

Name

- ☐ Department of Aer
- ☐ Department of Ark
- ☐ Department of
- ☐ DAH - History C
- ☐ Department of
- ☐ Director's C
- ☐ 885
- ☐ Department of
- ☐ Old State Hous
- ☐ Natural Heritag
- ☐ Director's Offic
- ☐ Territorial F
- ☐ Delta Cultu

0 21703621 Is line supervisor of | DAHNHC | Natural Heritage
KAREN S SMITH
0 21703623 Is line supervisor of | DAHAHPP | Historic Preserva
KEN F GRUNEWALD
0 21703627 Is line supervisor of | DAHAAC | Arts Council
JOY J PENNINGTON

0 21690877 Is line supervisor of | 877 | DAH - History Commission
0 21690885 Is line supervisor of | 885 | Department of Arkansas Herita
0 21690887 Is line supervisor of | 887 | Department of Arkansas Herita
0 21703630 Is line supervisor of | DAHOSH | Old State House
0 21703631 Is line supervisor of | DAHNHC | Natural Heritage Commission
0 21703632 Is line supervisor of | DAHDO | Director's Office
CATHERINE R MATTHEWS
0 21703633 Is line supervisor of | DAHATR | Territorial Restoration
0 21703634 Is line supervisor of | DAHAHPP | Historic Preservation
0 21703635 Is line supervisor of | DAHAAC | Arts Council

S 22092796 Incorporates | N293 | DEVELOPMENT SPECIALIST
S 22092797 Incorporates | R298 | AGENCY PROGRAM COORDINATO

0 21703636 Is line supervisor of | 865 | 867

7. Select the organizational unit that is to be renamed.



Organizational plan Edit Goto View System Help

Staff Assignment

Positions... Assign

Find by

- ☐ Organizational unit
- ☐ Ad hoc Query
- ☐ Structure search

Name

- ☐ Department of Arkansas Heritage
- ☐ Department of Arkansas Heritage
 - ☐ DAH - History Commission
 - ☐ Department of Arkansas Heritage
 - ☐ Director's Office
 - ☐ 885
 - ☐ Department of Arkansas Heritage
 - ☐ Old State House
 - ☐ Natural Heritage Commission
 - ☐ Director's Office
 - ☐ Territorial Restoration
 - ☐ Delta Cultural Center

0 21703631 Is line supervisor of 885

0 21703632 Is line supervisor of 887

0 21703633 Is line supervisor of DAHOSH

0 21703634 Is line supervisor of DAHNHC

0 21703635 Is line supervisor of DAHDO

CATHERINE R MATTHEWS

0 21703633 Is line supervisor of DAHATR

0 21703634 Is line supervisor of DAHAHPP

0 21703635 Is line supervisor of DAHAAC

S 22092796 Incorporates N293 DEVELOPMENT SPECIALIST

S 22092797 Incorporates R298 AGENCY PROGRAM COORDINATOR

0 21703636 Is line supervisor of 865 865

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8. Click on Edit > Change > Rename.

Organizational plan Edit Goto View System Help

Staff Assignments / Change

Positions... Assign holder... Task profile

Find by

Organizational unit

Rename O 21703636

Object abbr. 865

Description Historical Research

Time period 051103 - 12/31/9999

Name

Department of

Director's Office

865

Department of

Old State House

Natural Heritage

Director's Office

Territorial Restoration

Historic Preservation

Arts Council

3 DEVELOPMENT SPECIALIST

8 AGENCY PROGRAM COORDINATOR

0 21703636 Is line supervisor of 865 865

1. Click Save.

9. Enter the new organizational unit's name.

10. Change 'Start date' to the beginning date of the current pay period for which the change will be effective.



Organizational plan Edit Goto View System Help

Staff Assignments / Change

Positions... Assign holder... Task profile

Find by

- ☐ Organizational unit
- ☐ Ad hoc Query
- ☐ Structure search

Name

- ☐ Department of Aer
- ☐ Department of Ark
- ☐ Department of
- ☐ DAH - History C
- ☐ Department of
- ☐ Director's C
- ☐ 885
- ☐ Department of
- ☐ Old State Hous
- ☐ Natural Heritag
- ☐ Director's Offic
- ☐ Territorial F
- ☐ Delta Cultu

0 21703621 Is line supervisor of | DAHNHC | Natural Heritage
KAREN S SMITH
0 21703623 Is line supervisor of | DAHAHPP | Historic Preserva
KEN F GRUNEWALD
0 21703627 Is line supervisor of | DAHAAC | Arts Council
JOY J PENNINGTON

0 21690877 Is line supervisor of | 877 | DAH - History Commission
0 21690885 Is line supervisor of | 885 | Department of Arkansas Herita
0 21690887 Is line supervisor of | 887 | Department of Arkansas Herita
0 21703630 Is line supervisor of | DAHOSH | Old State House
0 21703631 Is line supervisor of | DAHNHC | Natural Heritage Commission
0 21703632 Is line supervisor of | DAHDO | Director's Office
CATHERINE R MATTHEWS
0 21703633 Is line supervisor of | DAHATR | Territorial Restoration
0 21703634 Is line supervisor of | DAHAHPP | Historic Preservation
0 21703635 Is line supervisor of | DAHAAC | Arts Council

S 22092796 Incorporates | N293 | DEVELOPMENT SPECIALIST
S 22092797 Incorporates | R298 | AGENCY PROGRAM COORDINATO

0 21703636 Is line supervisor of | 865 | Historical Research

12. View the organizational unit that was renamed.



Exercise Scenario #4

- Your supervisor wants all the chiefs' positions in an organizational unit to be at the beginning of each organizational unit. Follow the demonstration and change the sequence of the chiefs' positions for each organizational unit.



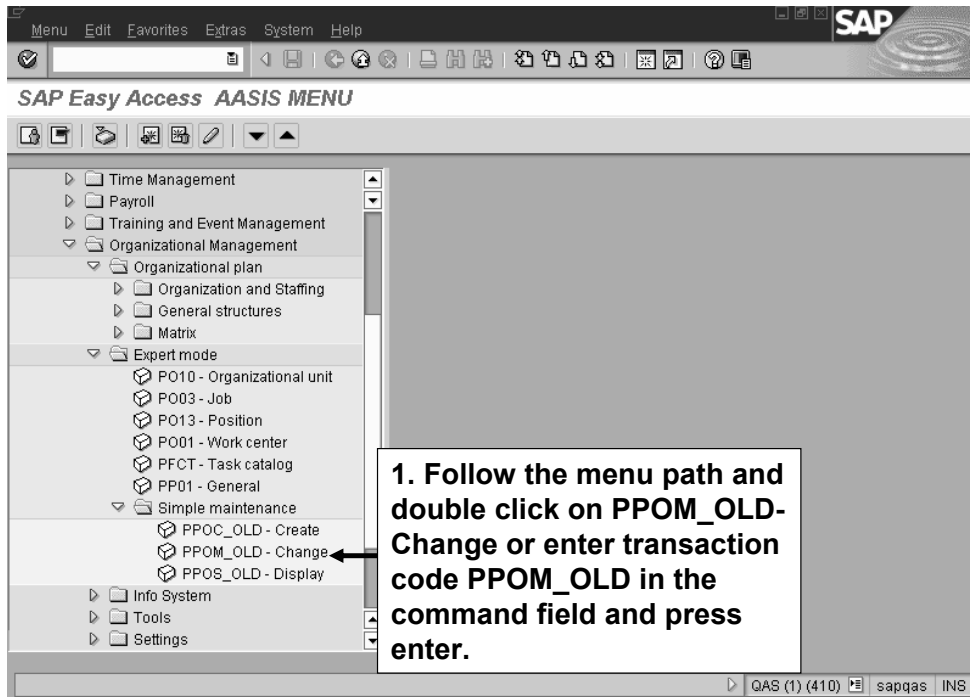


Demonstration

Changing Sequence of Positions in an Organizational Unit

Human Resources > Organizational Management > Expert
Mode > Simple Maintenance > Display (PPOM_OLD)





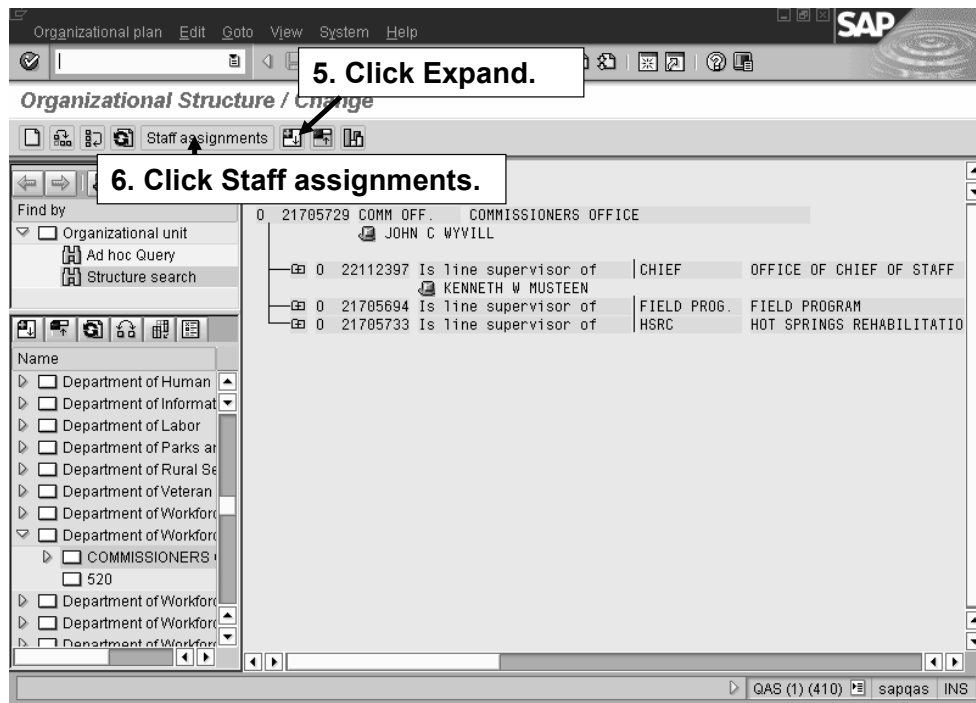


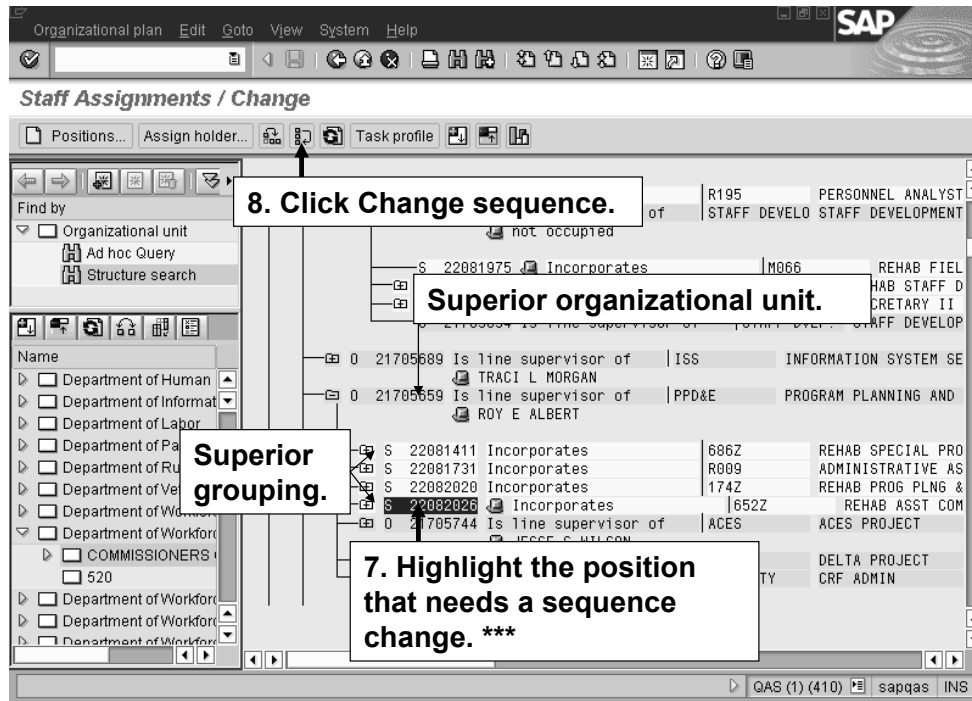
The screenshot shows the SAP 'Organizational Plan / Change' interface. The title bar includes 'Organizational plan', 'Edit', 'Goto', and 'Settings'. The main window has a left-hand pane with a 'Find by' dropdown set to 'Organizational unit' and an 'Ad hoc Query' button. Below this is a tree view of organizational units, including 'Department of Human Resources', 'Department of Information Systems', 'Department of Labor', 'Department of Parks and Recreation', 'Department of Rural Services', 'Department of Veterans Affairs', 'Department of Workforce Development', and 'COMMISSIONERS'. The right-hand pane shows the 'Organizational unit' field, a 'Description' field, and a 'period' field with dates '06/11/2003' and '12/31/9999'. A 'View' section on the right contains radio buttons for 'Basic data' (selected), 'Overall view', 'Human resources view', 'Reporting structure', 'Account assignment', and 'Further attributes'. The bottom status bar shows 'QAS (1) (410)', 'sapqas', and 'INS'. Four numbered callouts are overlaid on the screen: 1. Points to the 'Change' button in the top left. 2. Points to the 'Organizational unit' dropdown. 3. Points to the 'period' date fields. 4. Points to the 'Change' button in the bottom left.

2. Enter Org Unit or click on the drop down to select from the designated pop-up screen.

4. Click Change.

3. Enter validity dates for the organizational unit changes.





***Note: Changes in sequence for a position or organizational unit may be made within the subordinate grouping of the superior organizational unit.

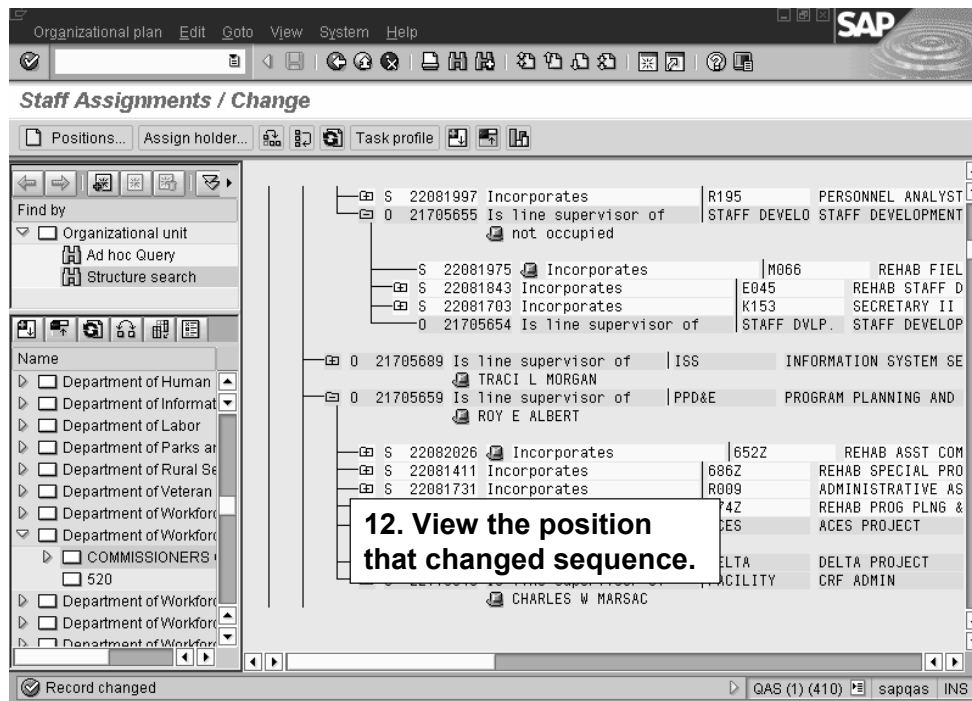
- Each position or organizational unit to be changed in sequence has to be changed individually.

11. Click Insert above or Insert below.

10. Highlight the position that the "change sequence position" will move above or below.

9. The change sequence icon will appear beside the position to be changed.

The screenshot shows the SAP HRORG - Organizational Management interface. The left pane displays a tree structure of organizational units, including 'Department of Human Resources', 'Department of Information Systems', 'Department of Labor', 'Department of Parks and Recreation', 'Department of Rural Services', 'Department of Veterans Affairs', 'Department of Workforce Development', 'Department of Workforce Development - COMMISSIONERS', 'Department of Workforce Development - 520', 'Department of Workforce Development', and 'Department of Workforce Development'. The right pane shows a list of positions with columns for 'Is line', 'Position', 'Incorporates', 'Sequence', and 'Position'. The position '22081411' is highlighted. The 'Change sequence' icon (a small square with a diagonal line) is visible next to the position '22081411'.



- Any changes made in the agency's Organizational Structure will not affect the agency's Reporting Structure. Therefore, if the same changes made in the Organizational Structure need to be made in the Reporting Structure follow the steps below:
 1. Click on Goto
 2. Double click on Reporting Structure
 3. Follow steps 7 thru 12 of this demonstration to make the sequence changes for a position(s). It is important to remember that a position can only be changed in sequence as long as the change is below its' subordinate position.



Questions and Answers

